1. Log into PowerTeacher
2. Launch Gradebook
3. Click on Reports tab
4. Click on Student Roster

**Output Type:** Export (CSV)

**Students:** Enrolled Students

**Student Info:** Student Name AND Student Number (you will likely need this number in the first few days)

**Parent Info:** none selected

**Blank fields beneath Parent Info:** put checks in all and enter date or assignment to appear on your grade keeping sheet

**Sort:** Student Last Name

1. Run Report
2. Repeat for each of your classes or subjects

